

OFFICE USE ONLY

Approved by: _____ Date Verified _____ C of O needed: Yes No

☐ Nonconforming Use

☐ Development Preservation Rights (DPR)

Land Use _____

Minimum current zoning classification that would allow the use: _____

Documentation Submitted _____

DEVELOPMENT SERVICES DEPARTMENT ♦ CITY OF SAN ANTONIO, TEXAS

**Application for determination and registration of
Nonconforming Use OR Development Preservation Rights**

Property address _____ Bldg# _____ Suite# _____

Legal Lot(s) _____ Block _____ NCB _____

(If unplatted, attach metes-and-bounds description or field notes from licensed surveyor or engineer)

If platted, date of plat recordation (if applicable) _____

Land use (in detail) _____

(Attach written and signed statement if necessary)

Date subject use commenced at this location _____

(Please attach all supporting documentation and any additional history of the use)

Current zoning (including all overlays) _____

Previous zoning, dates of ordinances & ordinance numbers (if applicable) _____

_____ Date annexed _____

Proprietor/Resident _____

Property owner _____

Applicant contact info:

Address _____ Telephone _____

Email _____ Other _____

**\$50 Registration Fee
Plus
\$3 Notary Fee (if applicable)**

**Make checks payable to:
"CITY OF SAN ANTONIO"**

SIGNED _____

TITLE _____

Sworn to before me this _____ day of _____, 20_____.

Notary Public in and for the State of Texas

- A **Nonconforming Use** is a use that was legally existing prior to the effective date of a zoning district classification that no longer allows the use on that property, and that has not been discontinued for a period of 12 consecutive months since. (UDC, 35-701)
- **Development Preservation Rights** applies to a use that was legally existing prior to the zoning district conversion that took place upon adoption of the Unified Development Code, and that has not been discontinued for a period of 12 consecutive months since. (UDC, 35-D101.c)

The following are examples of documentation an applicant could provide to help illustrate the above (all are not necessarily required):

1. Copies of previous and current Certificates of Occupancy
2. Utility statements from the zoning effective date indicated above to the present, showing proof of continuous use without a 12 month period of abandonment
3. Statement from electric utility provider indicating dates of meter installation and service history (use attached memo for your convenience)
4. County appraisal district data indicating date structures were built and their apparent use
5. Sales tax records or receipts, from the zoning effective date indicated above to the present, showing proof of continuous use without a 12 month period of abandonment
6. Invoices or customer receipts, from the zoning effective date indicated above to the present, showing proof of continuous use without a 12 month period of abandonment
7. TABC records prior to the zoning effective date to present (if applicable)
8. Past and most recent surveys of the property

Please provide a scaled site plan showing the location and use of all structures (Attach or draw on attached page).

PLOT PLAN

I, _____ certify that the above plot plan shows all improvements on this property.

Date _____ SIGNATURE OF APPLICANT _____